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25X1
25 YEAR RE-REVIEW

~~CONFIDENTIAL~~

11 June 1952

MEMORANDUM FOR: CHIEF, SUPPORT STAFF
SUBJECT : Weekly Activity Report

1. ITEMS OF ADMINISTRATIVE INTEREST

a. A meeting was held between Budget Officer, OTR and AD/TR(S) to discuss the budget and reorganization.

25X1 b. A conference was held with [] administrative personnel concerning Fiscal Year 1953 budget revisions.

25X1 c. A conference was held with [] concerning the funding arrangements for the balance of Fiscal Year 1953.

25X1 d. A meeting was held with AD/TR(S) and later with the Comptroller in reference to financial operating procedures to be used [].

e. A meeting was held on the progress of the Mobile Language Training unit project.

25X1 f. Mr. [] has entered on duty and is assigned to the Support Staff, Administrative Branch.

g. The Personnel Officer, OTR is working on a revised T/O for TR(G).

25X1 h. Work is being carried on in connection with the T/O and recruitment problem for project [].

i. A review is being made of all OTR consultants' contracts in connection with renewal or cancellation.

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[]
Administrative Officer, OTR

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